

Plan of Action

Date: _____

Documented By: _____

Description of Problem:

Please place the description of what is not working properly here

Cause of the Problem:

Please place the reason for this problem here, the reason should be determined using the following flow chart. This ensures that the root cause of the problem is identified.



Team Ideas to Resolve this Problem:

TEAM brainstorms Ideas on how this problem can be resolved. After all ideas are on the table (brainstorm complete) then the team will rank each idea on how well it will work, how quickly it will get done, and overall impact to the design.

Final Resolution:

The team will make a choice on what will be the best course of action based on the ranking above. All members must agree and move forward.

Action Items:

Item	Owner	Date Assigned	Date of Completion

Signed By

Sergey Chiripko _____ Date: _____

Wayne Evans _____ Date: _____

Allie Schneider _____ Date: _____

Andy Thistle _____ Date: _____

Dylan Connole _____ Date: _____

Kelsey McConnaghy _____ Date: _____

Gerald Garavuso _____ Date: _____